**YEAR ONE -- Training and Implementation Plan**

**Prior to start**

* Commit all administrators to the use of an [Instructional Model](https://drive.google.com/file/d/0B4WdEWSKLOmeemhIbThCVk9XTDQ/edit?usp=sharing)
* Select Pilot Team Members who will also serve as Team Leaders
* Consider compensation for team leaders
* Systematically establish groups of 6-8 team members (from different content areas and grade levels)
* Consider what text, if any, you plan to use to support the implementation

**Time Commitment**

All staff: Four meetings per year for approximately 3 hours each to receive training on the model (two hours) and work with teams utilizing a designated protocol (one hour).

Session One: Lesson Segments Involving Routines (DQ 1, 6)\*

Session Two: Lessons Segments Content (DQ 2, 3, 4)\*

Session Three: Lesson Segments Enacted on the Spot--Engagement (DQ 5)\*

Session Four: Lesson Segments Enacted on the Spot (DQ 7, 8, 9)\*

Team Leaders/Pilot Team: Approximately, once per month (4-7 times) for two hours at each meeting to preview material, review progress of goals, and work with administrators to maintain modeling and support.

**Administrator Responsibilities**

Goal: To actively support and encourage the implementation of the Instructional Model.

* Commit time and resources
* Be actively involved in the training
* Practice the strategies encompassed in the model
* Follow the [Administrator checklist](https://drive.google.com/file/d/0B4WdEWSKLOmeTzRaTGdpSmVQYzQ/edit?usp=sharing)

**Team Leader/Pilot Team Members Responsibilities** (Note: Team Leaders will serve as Pilot Team Members. During year one they will participate in activities (e.g., instructional rounds, video self reflection, and goal setting) that participants will complete during year two.)

Team Leaders:

Goal: To build capacity within the organization and aid in the management of goal setting and reflection.

* Serve as Table Leaders during the training
* Serve as Building Leaders during Instructional Model implementation
  + Lead a team of teachers through the process
  + Coordinate implementation of between session assignments
  + Coordinate team reflection
  + Provide guidance and input to building administrators
  + Complete instructional leader/instructional coach training

Pilot Team

Goal: To build leadership capacity for the year two implementation of *Becoming a Reflective Teacher\** (BART) study and reflective practices.

* + Complete a self audit
  + Set instructional goals
  + Engage in Focused Practice
  + Receive Feedback
    - Video Self Reflection
    - Student surveys
    - Student Achievement Data
    - Progress Charts
  + Participate in Instructional Rounds
    - Train as leaders
    - Complete Rounds and debrief

**Staff Member Responsibilities (ALL)**

Goal: To train all staff members on the Instructional Model and implement a consistent protocol for goal setting and reflection.

* Training on the Instructional Model\*
  + - Routines:
      * DQ 1: Learning goals and feedback
      * DQ 6: Procedures
    - Content:
      * DQ 2: New Content
      * DQ: 3 Practicing & Deepening Content
      * DQ 4: Generating & Testing Hypotheses
    - Enacted on the Spot
      * DQ 5: Engagement
      * DQ 7: Adherence to Rules and Procedures
      * DQ 8: Building Relationships
      * DQ9: High Expectations

**Resources**

* [Team Time Protocol](https://drive.google.com/file/d/0B4WdEWSKLOmeV3M3bk4tQkJQX3M/edit?usp=sharing)
* Google+ Community (leader only)
* [Snapshots for administrators](https://drive.google.com/file/d/0B4WdEWSKLOmeQzF6RmJyY3pnejA/edit?usp=sharing)
* Charting progress (scatter diagram)
* [Administrator checklist](https://drive.google.com/file/d/0B4WdEWSKLOmeTzRaTGdpSmVQYzQ/edit?usp=sharing)

**YEAR TWO -- Training and Implementation Plan**

**Administrator Responsibilities**

Goal: To actively support and encourage the implementation of an Instructional Model.

* Commit time and resources
* Be actively involved in the training
* Model goal setting and reflective practices
* Follow the [Administrator checklist](https://drive.google.com/file/d/0B4WdEWSKLOmeTzRaTGdpSmVQYzQ/edit?usp=sharing)

**Team Leader/Pilot Team Members Responsibilities** (Team Leaders will serve as Pilot Team Members)

* Team Leaders guide their group through *Becoming a Reflective Teacher\** (BART) chapters 3-6 in tandem with the large group trainings.
* Team Leaders transition into the role of Instructional Leader as Staff Members work through the process of reflection and goal setting.
* Team Leaders lead Instructional Rounds and model the proper protocol for rounds.

**Staff Member Responsibilities (ALL)**

* Utilize *Becoming a Reflective Teacher\** (BART) chapters 3-6 to guide in the following:
  + Complete a self audit
  + Set instructional goals
  + Engage in Focused Practice
  + Receive Feedback
    - Video Self Reflection (e.g., [Google form](https://docs.google.com/spreadsheet/ccc?key=0Aj7d7hR5_aHqdGNXOFdQWFlHWkNQczYyVEQ0QVRPTGc&usp=sharing), [Checklist](https://docs.google.com/document/d/1FYa05cTgrKTtVdyEjglEBH85gvTcHDXpiT0IA-P_YI4/edit?usp=sharing))
    - Student surveys
    - Student Achievement Data
    - Tracking Progress
  + Participate in Instructional Rounds
    - Pilot Team and others serve as leaders
    - Complete Rounds and debrief

Resources:

* [Team Time Protocol](https://drive.google.com/file/d/0B4WdEWSKLOmeV3M3bk4tQkJQX3M/edit?usp=sharing)
* Google+ Community (all)
* [Administrator checklist](https://drive.google.com/file/d/0B4WdEWSKLOmeTzRaTGdpSmVQYzQ/edit?usp=sharing)